



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

3 March 2003

MEMORANDUM FOR SEE DISTRIBUTION

FROM: SAF/AQX
1060 Air Force Pentagon
Washington, DC 20330-1060

SUBJECT: Program Management Directive (PMD) Updates

The Program Management Directive is the official document used to direct acquisition responsibilities to the cognizant MAJCOM, agency, Capabilities Director, Designated Acquisition Commander (DAC), Program Executive Officer (PEO) or Single Manager and defines the approach the program will follow to acquire a directed capability. It is a key acquisition document defining the collaborative relationship necessary to successfully deliver capability to our warfighting customers. Headquarters Operating Instruction 63-1 (21 July 2000), *HQ USAF Guidance for Preparing Program Management Directives*, paragraph 5.3 states: "If President's Budget funding changes necessitate programmatic changes, the PMD OPR must update the PMD within 45 days of the approved President's Budget." Paragraph 8.1 states, "When the PB is submitted to Congress, the PMD 45-day update cycle officially begins." The FY04 President's Budget was formally submitted on 3 Feb 03.

Capabilities Directors, DACs and PEOs are asked to review their active PMDs to ensure all programmatic information is current. If a PMD does not reflect current programmatic information, owners are directed to update them and submit no later than 20 Mar 03.

In addition, PMD updates must include Air Force CONOPS (formerly Task Force) supported in Block II (aa) (see the AF/XOR website for details <https://afconops.hq.af.mil/support/index3.htm>) and outline specific capabilities addressed by the program in Block II (ab) of the PMD. (See attachment 1 for sample PMD format.) Coordination should be done in accordance with the guidelines provided in attachment 2 "PMD Coordination List." The PMD OPR is responsible for determining proper coordination offices. At a minimum, all PMDs must be coordinated with AF/XOR and SAF/AQX before final signature. The attached list should be used in lieu of attachments 4 and 5 of HOI 63-1.

The AF Systems Information Library (AFSIL, available: <https://pml.wpafb.af.mil>) has been designated as a central repository for programmatic information and maintains a database of PMDs. Owners of active PMDs should forward an electronic copy of new or updated PMDs to the AFSIL and notify SAF/AQXA when accomplished. Any PMD that requires updating due to changes in the FY04 President's Budget must be submitted to the AFSIL with notification to SAF/AQXA when complete.

My staff is available to answer questions you may have concerning AFI 63-1 or PMD preparation. My POC is Maj (s) Scott Foreman, SAF/AQXA, (703) 588-7157.

// signed //

BLAISE J. DURANTE
Deputy Assistant Secretary
(Acquisition Integration)
Assistant Secretary (Acquisition)

Attachments:

1. Sample PMD Format
2. PMD Coordination List

DISTRIBUTION:

See Attached List

DISTRIBUTION LIST:

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AF/CVAZ	AF/XOF
SAF/AQC	AF/XOI
SAF/FMB	AF/XON
SAF/IAD	AF/XOR
SAF/IAP	AF/XOS
SAF/IAX	AF/XOW
SAF/IGX	AF/XPM
AF-CIO/RR	AF/XPP
AF/ILC	AF/XPX
AF/ILE	ANG/C4
AF/ILP	ANG/LGX
AF/ILS	ANG/XOR
AF/ILV	ANG/XPP
AFNSEP	AFMC/DR
AF/REL	AFMC/XPX
AF/REM	
AF/REO	
AF/REP	
AF/SGM	
AF/TER	
AF/XIC	
AF/XOC	

Sample PMD Format

Date:

PMD XXXX(X)/ PE# YYYYY for
Short title of program, modification type
PSMP Program

I. Executive Summary: Brief overview (4-5) sentences of the program.

II. Program Information: Identify (if not applicable, fill-in N/A) or answer “YES” or “NO”.

a. Identify Program Name:	b. Identify Initial PMD & Date:	c. This PMD supersedes or cancels PMD # :
d. PMD Type:	e. ACAT / Other:	f. Phase:
g. MDA or Decision Authority:		
h. Joint Program:	Identify Lead Services/Agency:	
i. Permanent Modification:	Identify Lead Services/Agency:	
j. Arms Control Treaty Verification:	k. Deviations and Waivers:	l. Foreign Military Sales (FMS):
m. System Survivability:	n. Special Access Required: * See Note	o. Intelligence Threat:
p. Resource Priority Rating:		
q. Implementing Command(s):		
r. Participating Command(s):		
s. Operating Command(s):		
t. OT&E		
u. MNS / ICD:		
v. ADM:		
w. ORD / CCD:		
x. SAMP or Acquisition Plan:		
y. TEMP:		
z. Points of Contact: (Identify name, grade, office symbol, and phone number for each of the following):		
PMD Focal Point.		
Program Element Monitor (PEM).		
PMD Functional Monitor.		
PEO or DAC.		
Single Manager.		
Project Officer (for “Other” PMDs).		
aa. Air Force CONOPS Supported:		
ab. Specific Capabilities Addressed:		

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*** Note:** PMD originators should consider if the information conveyed warrants classifying the PMD to protect weapon system information.

III. Program Management Direction: Include mandatory statement on all PMDs. In this section provide top level program specific/program unique direction. It should identify who does what, not “how to satisfy” direction. See HOI 63-1 for details.

IV. Funding: Include mandatory statement in all PMDs. See HOI 63-1 for details.

V. Signature: The PMD OPR signs the PMD.

PMD Coordination List

PMD Title: _____

PMD Number: (if assigned) _____

POC Name: _____ **Office Symbol:** _____

Suspense Date: _____ **E-Mail Address:** _____

DSN: _____ **Commercial Phone:** _____ **Fax:** _____

Use the following guidelines to determine which organizations MUST coordinate on your PMD:

Does the organization impact/influence the majority of programs through one of the following actions:

1. Actively participate in implementing, executing, or testing programs?
2. Work with the program/PEM on a regular basis (daily or weekly)?
3. Plan for or contribute to program resources such as funding, manpower, equipment, etc.?
4. Provide input for such criticality as to stop or delay a program if not incorporated/reconciled?
5. Provide program-unique direction not already established in existing documents (AFPD, AFI, etc.)?

Organization:	Office Symbol:	Notes:
SAF	SAF/AQX	Final coordination office for ALL PMDs prior to signature
HQ USAF	AF/XOR	Required for ALL PMDs
SAF	SAF/USAM	SAF/USAM for Space-related PMDs
SAF/____ or AF/____	To PMD functional monitor(s)	As listed on PMD Block II (z)
HQ AFMC	AFMC/XPX	
Implementing	To AFPEO, DAC, SM, and/or AFMC	As listed on PMD Block III
Supporting	To supporting centers and agencies	As listed on PMD Block III
Operating	Lead command	As listed on PMD Block III
Participating	HQ AIA/XRPF and HQ AETC/XPRR	As listed on PMD Block III
HQ USAF	AF/ILE	
HQ USAF	AF/ILMW	C4I, ICBM, Nuclear Weapons, Munitions, Missiles, Communications, Electronics, Intelligence Only
HQ USAF	AF/ILMY	Aircraft Only
HQ USAF	AF/ILTR	Weapon Systems
HQ USAF	AF/ILS	
HQ USAF	AF/INXA	
HQ USAF	AF/JAI	All Programs Except Modifications
HQ USAF	AF/REOR	Reserves
HQ USAF	AF/XIPS	
HQ USAF	AF/SEI	
HQ USAF	AF/XOC	
HQ USAF	AF/XOFI	
HQ USAF	AF/XON	

HQ USAF	AF/XOO	
HQ USAF	AF/XI	
HQ USAF	AF/XOF	Acquisition Security
HQ USAF	AF/SGO	
HQ USAF	AF/XPMP	Ordinance Devices
HQ USAF	AF/XPPL	
HQ USAF	AF/TE	
HQ ANG	ANG/AQ	Air National Guard Bureau
SAF	SAF/AAXX	Automated Information Systems
SAF	SAF/AQI	Communications, Computers
SAF	SAF/AQPC	Aircraft weapons/electronics, Squadron-Level Mission Planning
SAF	SAF/AQPW	Seek Eagle (Aircraft and Stores)
SAF	SAF/AQQU	Aircraft simulators or Training Systems
SAF	SAF/FMCC	
HQ AFMC	AFMC/DRJ	All SAR PMDs
HQ WR-ALC	WR-ALC/FMP	PMDs involving WR-ALC
HQ OO-ALC	OO-ALC/FMCB	PMDs involving OO-ALC
HQ OC-ALC	OC-ALC/FMP	PMDs involving OC-ALC
HQ SMC	SMC/AXMX	PMDs involving SMC
OT&E	HQ AFOTEC/XRP	